

REGRETS: (none)

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7. **ERRORS AND OMISSIONS**

None.

8. **BUSINESS ARISING FROM PREVIOUS MINUTES**

A) In Progress: Outdoor Tile Repair and NAMPI

Tiles:

**** ACTION:** Julio to contact tile trade next week (first week of April) for quote. Per previous minutes, this is the previous trade used; plan is to replace tiles in the most-affected areas.

NAMPI: Fred reported that the previous offer from the trade stands (estimate was \$3.5K). Fred suggested that we find out from Property Manager whether this amount could be spent from contingency without need for an SGM. After discussion, Council decided to put this project on hold until it can be combined with several other items at a possible SGM.

Debbie recalled that at the AGM it was discussed that we should save up for bigger repairs by adding a levy to each strata fee payment. This was not in the AGM minutes. Council is uncertain as to regulations that might affect such a plan (e.g. would we need an SGM?).

B) Landscaping Maintenance (trees and shrubs)

Council established that the letter was sent to owners regarding their responsibilities to maintain gardens.

C) Rental of units

Council believes that one unit was rented without Strata Council approval and in contravention of the bylaws, during the Olympics.

**** ACTION:** Property Manager to draft a follow-up letter to the unit in question.

D) Building repair

Unit 101 to obtain quote for ceiling repair.

Fred reported that since the last meeting, he had been unable to reach Polycrete to get a quote for underground parking and storage repair.

ACTION: Fred to contact Polycrete for quote when possible.

It was noted that the plumbing problem/leak damaging ceiling of Unit 106 has not been resolved. The three adjoining units (106, 207, and 307) are advised by Council to thoroughly document the problem(s), and coordinate with each other to get a plumber or other trades as necessary to identify the source and correct to their satisfaction. Strata will reimburse unit owners' expenses to the extent that trade identifies problem originating in areas of Strata responsibility.

Debbie reported that complex-wide fireplace maintenance has been scheduled for April 10, 2010. Notices will be distributed to all units prior to the work, as access to each suite will be needed.

It was noted that no action had been taken at this time concerning unit 106 drain cap.

ACTION: Julio, Fred and Debbie to check our records (minutes from 2000-2001, or files on work done around that time by trades) to see who replaced the drain cap before.

Hillcrest has been scheduled to do the complex-wide plumbing system vent cleaning tomorrow (March 30, 2010). Julio reported that he had been able to contact all ground floor units except 104.

9. **CORRESPONDENCE**

Council received no new correspondence.

Reminders to Residents

**** All owners are reminded to NOT contact Strata Council members, but to direct all strata-related questions and concerns to our Property Manager Rick Woolley.**

**** All owners are reminded to forward any Strata-related concerns, or items for Strata Council's attention, directly to the Property Manager per the information in your welcome packages. If you have not received a welcome package please advise (Property Managing Broker) Rick directly so that one can be forwarded to you.**

Your Property Manager **Rick Woolley** can be reached...

By email: **rwoolley@croftagencies.com**

By telephone: 604-535-8080

By fax: 604-535-1767

By mail: Croft Agencies Ltd.
203-1736 152 St
Surrey BC V4A 4N4

10. **NEW BUSINESS.**

There was no new business.

11. **ADJOURNMENT**

There being no further business it was then moved and seconded to adjourn the meeting at 9:04 P.M.

Next meeting: Monday April 26, 2010 at 8:00 pm.

Motion by Suzanne Geba and Seconded by Fred Shaw. Approved.

5. **REPORT ON UNAPPROVED EXPENDITURES**

To the best of our knowledge there are no unapproved expenditures to report.

6. **REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report.

7. **ERRORS AND OMISSIONS**

None.

8. **BUSINESS ARISING FROM PREVIOUS MINUTES**

A) In Progress: Outdoor Tile Repair and NAMPI

Fred spoke to the trade about NAMPI however he is busy until March due to involvement in the Olympics.

**** ACTION:** Fred will follow up in March.

Rubber mats were installed as previously approved. Thank you Fred for picking them up and doing the work.

Julio spoke with the trade that had previously completed tile repair for us. He will be happy to provide a quote when we are ready to proceed.

**** ACTION:** Julio to contact trade in April for quote.

B) Landscaping Maintenance (trees and shrubs)

Council not sure at this time if letter has been sent to owners regarding their responsibilities to maintain gardens.

**** ACTION:** Julio to follow up with property manager to confirm letters have been sent and request copy for council.

C) Rental of units

Letter was written to unit owner advertising rental during 2010 games. Copy received by council. It is noted that it appears this unit is currently being used for commercial / rental purposes. Unit may not be currently owner occupied.

**** ACTION:** Property Manager to take appropriate action immediately.

D) Shutting off Outdoor Faucets

Letters were not issued to owners concerning shut off of faucets during the winter.

**** ACTION:** Notices to be sent November 2010.

Building repair

Unit 101 to obtain quote for ceiling repair.

Polycrete was not available to provide a quote at this time for underground parking and storage repair.

ACTION: Fred to follow up with Polycrete in March.

Unit 106 has further investigated damage occurring to her ceiling. The leak stopped while unit 207 was not occupying the unit directly above. On the owners return the leak began again. Unit 207 is requested to source and repair leak. These two owners to resolve repair to unit 106 ceiling.

Debbie confirmed that fireplace maintenance will be organized for April 2010. Request that pricing be provided by both current service providers.

It was noted that no action had been taken at this time concerning unit 106 drain cap.

ACTION: Julio and Fred to follow up as per previous minutes.

Hillcrest plumbing was out to provide a quote re drains and venting problems. We expect the quote shortly and council will review at our next meeting.

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Council received no new correspondence.

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10. **NEW BUSINESS.**

There was no new business.

11. **ADJOURNMENT**

There being no further business it was then moved and seconded to adjourn the meeting at 8:50 P.M.

Next meeting: Monday March 29, 2010 at 8:00 pm.

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS-572
BIRCH GARDENS HELD ON Monday, January 25, 2010 AT 8:00 P.M. WITHIN THE
COMMON ROOM AT 1318 WEST 6th AVENUE, VANCOUVER BC**

COUNCIL IN ATTENDANCE: Julio Guzman President (*chair*)
Debbie Nielsen Vice-President
Scott Murdoch Treasurer
Lisan Kwindt Secretary (*minutes*)
Suzanne Geba
Francisco Luna

REGRETS: (none)

1. CALL TO ORDER

The meeting was called to order by the President, Julio, at 8:08 pm.

2. GUEST BUSINESS

There was no guest business.

3. FINANCIAL REPORT

A) Financial Statements

The Treasurer, Scott, reported that financial statements are still pending from Property Management Company, Croft, from November 2009 to current. It appears that Croft has assigned a new accountant to our strata, but we have not yet been informed as to who this is, or the person's contact information so that Scott will know whom to prompt.

B) Arrears

Rick at Croft confirmed verbally to Scott that the account of the unit in arrears has now been brought up to date. Sale of this unit was completed on December 15, 2009.

**4. MINUTES OF THE MEETING OF THE STRATA COUNCIL HELD ON
November 30, 2009.**

There being no errors or omissions it was then moved and seconded to approve the minutes of the previous strata council meeting as previously circulated for review via email. Motion passed unanimously. These minutes were previously distributed in hard copy to all units and by email to non-resident owners.

5. REPORT ON UNAPPROVED EXPENDITURES

To the best of our knowledge there are no unapproved expenditures to report.

6. REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report.

7. **ERRORS AND OMISSIONS**

None.

8. **BUSINESS ARISING FROM PREVIOUS MINUTES**

A) In Progress: Outdoor Tile Repair and NAMPI

New strata council members were brought up to date on the discussion regarding these two projects.

**** ACTION:** Fred volunteered to get a reference from proposed NAMPI trade, so that we can look at an example of a similar project done by this trade.

B) Fire Inspection

Further recap of work done by Executive. Debbie reported that all deficiencies noted on the report were remedied, and in short order. Executive suggested two possible solutions to the noisy compressor problem (part of the sprinkler system), and the cheaper of the two options (replacement of compressor valve for \$75 rather than replacing the whole compressor for \$800) was chosen and seems to have resolved the noise issue. Council reserves judgement as to whether Executive will prove to be a better value than VF&S.

C) Landscaping Maintenance (trees and shrubs)

Per outstanding action item from two months ago, Julio reported not yet receiving response from Property Manager to draft a note for garden owners. Suzanne confirmed no letter was received from Property Manager, and in any case, draft should be reviewed by Council first. Julio to again follow up with Rick.

**** ACTION: Property Manager** to submit to Strata Council a draft letter to owners of gardens regarding responsibilities to maintain same, per Julio's previous instructions.

D) Rental of units

Julio brought new Council members up to date on this issue. Council still awaits draft of letter from Property Manager, re: Olympic rentals not exempt from Strata by-laws. We remain at our limit of two rented properties.

**** ACTION: Property Manager** to send letter to unit ASAP, citing by-laws that will be violated and recourse that Strata will pursue should they rent. **Julio** to follow up yet again.

E) Periodic maintenance tasks due

Dryer vent cleaning: Debbie confirmed this was completed by the trade for the complex, except for one unit.

Fireplace maintenance: Debbie confirmed this will be organized for April 2010.

F) Shutting off Outdoor Faucets

Fred confirmed that the tap to the outdoor faucet accessible by 102 has been turned off. He reported also that the unit had not received a letter from Croft as requested, advising such units to please shut off taps accessible from indoors, that have outdoor faucets.

Suzanne confirmed she has an outdoor tap, but also did not get a letter requesting it to be shut off.

9. **CORRESPONDENCE**

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10. **NEW BUSINESS**

A) **Building Security**

After discussion, Council was satisfied that there is no ongoing cause for concern regarding unauthorized building access or systemic security risk for the complex.

B) **Plumbing and Small Repairs**

Council discussed several building repair and maintenance items.

101's ceiling damage has been static since first noticed. Julio will get a quote from Tony for re-painting (and ref from Tony for ceiling re-texturing).

106's damage has not recurred since adjoining unit has not used plumbing, so this may indicate the possible source.

Plumbing flushing

City of Vancouver recently checked our common area drains and noted we may have a venting problem. Recent observations by Fred and others support this, and increasing frequency of symptoms suggests it should be addressed promptly. Council noted that our account with Hillcrest Plumbing is now held by Croft.

****ACTION: Property Manager** to contact Hillcrest to book them to flush our entire plumbing system. **Julio** to follow up with Rick.

Drain cap widget in 106's garden may be rusted out again. Last time Wade from Macbeth identified and replaced this item.

****ACTION: Julio** to contact Wade at Macbeth for documentation and advice or replacement of this widget if needed.

Underground parkade and storage lockers

Wearing of concrete in several areas has been reported. Polycrete was the trade that did a previous repair, and Council's impression was that they were reasonable.

****ACTION: Fred** to contact Polycrete to inspect, recommend repair as necessary, and submit itemized quotes for each area.

11. **ADJOURNMENT**

There being no further business it was then moved and seconded to adjourn the meeting at 9:07 P.M.

Next meeting: Monday February 22, 2010 at 8:00 pm.

Majority of those present were able to commit to the last Monday of each month, at 8:00 pm.